



CERTIFICATE OF OCCUPANCY POLICY

For individuals seeking a Certificate of Occupancy on an existing building.

November 5, 1998

Due to given circumstances, it is sometimes necessary for an owner to acquire a Certificate of Occupancy on an existing facility. The following procedure may be used to obtain the Certificate of Occupancy that is required.

First, the owner or designee of a property shall provide a floor plan of the facility in question. This may require the services of an architect. Included on this plan shall be any **egress pathway(s), emergency lighting, egress lighting, fire alarm, or fire suppression systems** that exist and any other important information that may be needed for the review or the inspection. Per CBC 4113.83, 4117.01 and OBC Section 110.

Second, a request in writing from the building owner must accompany the building information indicated above and status information on the building, such as:

- The **construction type** and the **use group** of the facility should be determined by an architect.
- Information/evidence that present use previously existed.
- There are no outstanding orders.
- Data or information as necessary to establish future use of the facility.
- Name and address of owner.
- Name and phone to contact to set up a special inspection (team) at a future date.

Third, the **floor plan with required information, construction type, and use group** shall be submitted for review. This plan review by the plans examiners will at this time generate a permit through which a Certificate of Occupancy may be issued. (CBC 4117.01)

- Fees for this can be found in the fee schedule. (Part E-2; \$665.00)
- The combined fee for the Certificate of Occupancy and the plan review shall be paid at the time the plan (3 copies) are submitted to the city for review.

Fourth, after the plan has been reviewed, a team inspection is required to evaluate the facility and compare to the reviewed floor plan.

- Fees for this can be found in the fee schedule under “Special Inspection (Team)” part II C-2-e

Fifth, a report of the condition of the facility will be compiled and sent to the owner. This will indicate any corrections that may need to be made to bring the facility into compliance with the applicable codes. Additional permits may be required for work to be done in specific trade areas. The fees for additional permits are available in the fee schedule accordingly.

Finally, after compliance has been achieved in required areas and the building permit has been finalized, the Certificate of Occupancy will be issued.